

Are you thinking of dividing a property into multiple lots? Will the property be split into more than three lots or involve a new street? If your answer is yes to both of these questions, then you will need to speak with a planner in the Planning Department to discuss the Preliminary and Final Subdivision Plat processes.

## Where do I begin?

If the project is for a property within the Glendale city limits, your first step is to submit a **service request** with the Development Services Center, located on the second floor of City Hall. A Development Services Center staff member can help you submit the request and will ask you for information regarding the project, including a contact name and address and the details of the request. You will also be asked the address or location of the property in question. After your request is submitted, it will be assigned to a planner and you will be contacted within five working days\* to schedule a pre-application meeting to discuss your proposal.



## What is a Preliminary and Final Plat?

The Preliminary and Final Subdivision Plat processes are outlined in the city of Glendale Subdivision and Minor Land Division Ordinance. The purpose of the Subdivision Plat process is to promote development that is consistent with the city's plans and ordinances. This process also ensures adequate traffic circulation, achieves lots with reasonable size and shape, secures adequate provisions to meet health requirements (water, drainage, sewer), and records land by accurate legal description. A Preliminary Plat is a preliminary map and supporting data that indicates a proposed subdivision design. Preliminary Plat approval constitutes authorization for the subdivider to proceed with preparation of the Final Plat, engineering improvement plans, and specifications. A Final Plat is a map that is in substantial conformance with an approved Preliminary Plat and is prepared by a land surveyor registered in the State of Arizona. A Final Plat must be recorded with the Maricopa County Recorder's Office to take effect.



More information can be obtained by calling  
**(623) 930-2800**  
between 8 a.m. and 5 p.m.,  
Monday through Friday

Note: The information in the pamphlet summarizes portions of the Glendale Subdivision and Minor Land Division Ordinance. Copies of the Ordinance are available for purchase at the Development Services Center or can be accessed at the city's web site at [www.glendaleaz.com](http://www.glendaleaz.com)

**City of Glendale  
Planning Department**  
5850 West Glendale Avenue  
Suite 212  
Glendale, Arizona 85301  
**(623) 930-2800**

what you  
need to  
know about....



## Preliminary and Final Subdivision Plats





For further information...

call the  
**Development Services Center**  
at (623) 930-2800

## When is the process needed?

The Subdivision Plat process is needed for any division of improved or unimproved land within the city of Glendale that meets either of the following criteria:

- The division of land into more than 3 lots, tracts or parcels of land
- The division of land that involves a new public street

Land Splits and Minor Land Divisions (as defined by Ordinance) do not meet the above criteria and are exempt from the Subdivision Plat process.



## How do I apply?

Your assigned planner will contact you to schedule a planner pre-application meeting. At this meeting, the planner will explain the Preliminary and Final Subdivision Plat processes. You will then be given the submittal requirements for a team pre-application meeting. This meeting provides an opportunity for city departments to comment on your proposal and let you know what requirements may be necessary to complete your project. You will be under no obligation to file a formal application after this meeting.



Should you decide not to move forward with the project, your team pre-application fee will be forfeited to the city. Should you decide to move forward, the pre-application fee will be credited towards your Preliminary Subdivision Plat filing fee.



## What items are necessary to submit for a Preliminary or Final Plat?

The planner will let you know what items are required as part of the application. At a minimum for a Preliminary Plat, you will need the following:

- Completed application form (original – no faxed copies)
- Preliminary Plat narrative
- Proposed Preliminary Plat
- Conceptual landscape plans
- Preliminary grading and drainage
- Drainage report
- Draft project CC&Rs
- Citizen Participation Plan
- Deed/Title report
- Maricopa County Assessor's listing of property owners within 300 feet
- Filing fee

Your planner may require additional items based on the project proposed. Your planner will also determine the number of copies needed for each of the plans listed above.



## How long does the process take?

When your Preliminary Plat application is submitted, it will be reviewed for completeness to make sure all items needed to process the application are included. This review can take up to ten working days.\* The applicant will then receive a letter stating that the application is complete, or a letter noting which items are outstanding.

Once the application is complete, it will be forwarded to the assigned planner for processing. The assigned planner will route the plans to the various team members for their review and comment. The first review will take approximately 24 working days.\* The applicant will receive an approval letter or a letter noting which items need to be corrected or addressed further. If a second (or subsequent) review is necessary, the review time will be approximately 19 working days.\* The applicant will receive a letter at the conclusion of each review noting which items needs to be corrected or addressed further. Once all items have been resolved and the Citizen Participation process is complete, the project planner will schedule the application for a Planning Commission public hearing. The applicant will post the property and provide the project planner with a posting affidavit. The applicant will then attend the public hearing.

A similar process for Final Plats will be followed, however construction documents must be approved prior to scheduling the public hearing. This will require that construction documents be submitted to the Development Services Center (DSC) for routing. Contact DSC for the number and sets of plans required. Additionally, the public hearing is scheduled with City Council instead of Planning Commission.

For most projects, the Preliminary Plat process takes approximately six to nine months from the time that the application is deemed complete. Final Plats take approximately three to four months.



## How much do Preliminary and Final Plats cost?

A current fee schedule is available in the Planning Department at the Development Services Center.



## What if the Preliminary or Final Plat is denied?

Your planner will work with you to create an approvable project, rather than one that may be denied. However, if a Preliminary Plat is denied, the applicant can appeal the Planning Commission denial to City Council. The appeal must be filed within 15 days of the denial along with the appropriate filing fee. The denial will then be scheduled for a City Council hearing, and the applicant will be notified of the hearing date.

If denied by Council a Preliminary Plat application may be refiled at any time if the revisions can resolve the reasons for the denial as originally proposed. No additional fee will be required if refiling is initiated within 30 calendar days of council action.

If a Final Plat is denied by City Council, the application may be refiled at any time if the revisions can resolve the reasons for the denial as originally proposed.

*\* Working days are defined as days that City Hall is open for business.*